

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AFB INSTRUCTION 32-2003

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Civil Engineering



FIRE EMERGENCY SERVICES FIRE PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*. It establishes rules and procedures and defines responsibilities for an effective fire prevention program at Maxwell AFB. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. It applies to all activities and organizations (including tenants and contractors), military and civilian personnel assigned or visiting, dependents residing or visiting on base, and off-base facilities under the jurisdiction of Maxwell AFB.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This rewrite changes the title from *Fire Prevention and Protection* to *Fire Emergency Services Fire Prevention Program*; establishes goals for the Maxwell AFB Fire Prevention Program; eliminates redundant information; changes the term facility/building manager to facility manager; executes the Air Force Technical Implementation Guide for NFPA 1, *Fire Code*; updates fire prevention duties and responsibilities for unit commanders and facility managers; establishes requirements for a standardized facility manager's fire prevention folder; provides guidance for conducting mandatory emergency evacuation drills and a checklist for recording these drills; eliminates fire prevention guidance in military family housing units due to the privatized housing initiative; updates facility fire prevention inspection checklists; provides a fire prevention checklist for inspecting assembly facilities before special events; eliminates the requirement for fire reporting stickers on telephones; and updates the Glossary of References and Supporting Information (Attachment 1).

1. Fire Prevention Program Objectives.....	2
2. Fire Prevention Regulatory Guidance	3
3. Fire Reporting Procedures.....	3
4. Authority.....	4
5. Supporting Activities	4
6. Fire Prevention Duties and Responsibilities.....	4
7. Fire Prevention Training.....	7
8. Fire Prevention Inspection Program.....	9
9. Smoking	10
10. Outdoor Fires, Candles, Incinerators and Outdoor Fireplaces.....	10
11. Housekeeping.....	11
12. Heating and Cooking Appliances and Equipment.....	11
13. Fueled Equipment, Motor Vehicles and Aircraft	12
14. Hot Work	12
15. Fire Protection Systems and Equipment	14
16. Electrical Safety	14
17. Fire Prevention Requirements for Special Facilities and Events	14
18. Flammable, Combustible and Other Hazardous Materials.....	16
19. General Storage.....	18
20. Fire Prevention During Construction, Alteration, Demolition and Repair Work	19
Attachment 1	20
Attachment 2	23
Attachment 3	25
Attachment 4	26
Attachment 5	28
Attachment 6	29

1. Fire Prevention Program Objectives. The objectives of the Maxwell AFB Fire Prevention Program are to prevent fires, provide an environment for building occupants and the public that is reasonably safe from fire and similar emergencies, facilitate early intervention at fires that occur and ensure the safety of exposed personnel, firefighters and emergency responders during fires. Any delay in the performance of the mission or sacrifice of personnel or equipment due to fire is a waste of resources. The Air Force requires every activity to have an aggressive fire prevention program in order to eliminate all potential sources of accidental fire. This requires effective fire prevention programs and positive individual responsiveness at all levels. Unit

commanders, facility managers and supervisors must continuously monitor their fire prevention program and place special emphasis on the indoctrination of personnel regarding their responsibilities in the prevention of fires.

2. Fire Prevention Regulatory Guidance. In the absence of an applicable Air Force directive or policy relative to fire prevention issues, criteria contained in National Fire Protection Association Standards and other recognized agencies apply. In the event of a conflict between the fire prevention guidance in national consensus standards and Air Force directives, Air Force directives will take precedence. The Base Fire Marshal will resolve fire prevention issues for which criteria has not been established or published.

3. Fire Reporting Procedures. Any individual working or residing on Maxwell or Gunter Annex who discovers a fire shall immediately notify the Fire Department by the quickest means available. All fires, suspected fires and evidence of past fires must be reported to the Fire Department. To report a fire:

3.1. Maxwell and Gunter Annex:

3.1.1. On base from a base phone - dial 911.

3.1.2. Privatized family housing - dial 911.

3.1.3. Cellular telephones - dial 953-9911; cell phones with a service provider outside of the local area must dial (334) 953-9911.

3.2. Take the following actions when a fire is discovered:

3.2.1. Sound the alarm and evacuate the building.

3.2.2. Notify the Fire Department as prescribed in paragraph 3.1 and provide the following information:

3.2.2.1. Facility number and location of fire;

3.2.2.2. What is burning, if known;

3.2.2.3. Name and grade of person reporting fire;

3.2.2.4. Number and nature of injuries, if known.

3.3. Do not hang up until the Emergency Communications Center (ECC) operator tells you to do so, unless you feel your safety is at risk and you must hang up and evacuate the facility.

3.4. After a fire emergency has been reported, the individual reporting the fire will appoint someone to direct the fire apparatus to the fire scene. If it is safe to do so, attempt to extinguish small fires.

3.5. All persons shall evacuate the building when notified to do so as a result of a known or perceived fire emergency. They shall also evacuate the building when the fire alarm system

is activated, except during routine testing and maintenance of the system.

3.6. An individual must not deliberately or maliciously report a fire when no fire is present.

4. Authority.

4.1. The senior fire officer is in complete charge of all fire fighting and rescue operations. Personnel will not interfere with the senior fire officer, fire fighting personnel or other operations during any fire emergency.

4.2. The senior fire officer may commandeer any available military vehicle, equipment, materials or personnel for use as necessary for the prompt control of fire.

5. Supporting Activities.

5.1. Civil engineer (CE) facility maintenance personnel will respond to fire emergencies when requested by the ECC. These individuals shall be equipped to immediately disconnect utilities as directed by the senior fire officer.

5.2. Ambulance crews, designated by the medical group commander, will respond to fires or aircraft emergencies when requested and report to the senior fire officer for instructions.

5.3. The Security Forces desk sergeant will dispatch patrols to an emergency scene to provide traffic control and security of government property.

6. Fire Prevention Duties and Responsibilities.

6.1. Unit commanders are responsible for the fire prevention program in their organization and they establish fire-safe operational procedures for each functional activity and facility under their jurisdiction. To accomplish this they:

6.1.1. Develop an emergency action plan for their unit to follow when fire is discovered. The Fire Prevention Office will review emergency action plans if requested to do so. The minimum elements of an emergency action plan are:

6.1.1.1. Procedures for reporting fires and other emergencies.

6.1.1.2. Personnel evacuation procedures to include exit routes, predetermined locations for personnel to gather, and how to account for all personnel after evacuation.

6.1.1.3. Procedures to assist in the evacuation of personnel with disabilities.

6.1.1.4. Procedures for safeguarding classified, critical, or high-value materials (if applicable).

6.1.1.5. Procedures for ensuring doors and windows are closed to halt the spread of fire throughout the building (if time permits).

- 6.1.1.6. Fire fighting procedures for facilities equipped with fire extinguishers and/or manually activated fire suppression systems.
- 6.1.1.7. The type and coverage of the building's fire protection systems.
- 6.1.1.8. The point of contact for additional information about the plan.
- 6.1.2. Review and update emergency action plans at least annually.
- 6.1.3. Ensure all appropriate hazard abatement actions needed to control identified fire hazards are implemented and follow-up actions are completed IAW AFI 91-202, *The US Air Force Mishap Prevention Program*.
- 6.1.4. Prepare mitigation and corrective action plans for fire safety deficiencies identified during fire inspections IAW AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*.
- 6.1.5. Ensure assigned personnel receive fire prevention training as prescribed in paragraph 7.3 to support implementation of the emergency action plan.
- 6.1.6. Determine appropriate disciplinary action for individuals violating this instruction.
- 6.2. Facility managers:
 - 6.2.1. Ensure the fire-safe condition of their assigned facilities and conduct monthly inspections of their facilities using the checklist in Attachment 2.
 - 6.2.2. Inform their commander on matters relating to fire safety and fire prevention.
 - 6.2.3. Accompany the fire inspector during fire inspections and ensure locked or high security areas are accessible.
 - 6.2.4. Conduct monthly inspections of the extinguishers in their facilities and ensure extinguishers requiring maintenance are brought to the extinguisher maintenance shop in building 1092. Document monthly fire extinguisher inspections on the Fire Extinguisher Monthly Inspection Record in Attachment 5 or a computer-generated equivalent form. Monthly extinguisher inspections will be conducted as prescribed in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.
 - 6.2.5. Notify the Fire Prevention Office of changing conditions within facilities that may require changes in the distribution of portable fire extinguishers. Ensure the unit purchases required fire extinguishers for their facilities.
 - 6.2.6. Submit an AF Form 332, *Base Civil Engineer Work Request*, for any proposed alterations, additions, or updates to their facility.
 - 6.2.7. Ensure flammable storage cabinet permits (Maxwell AFB Form 1, *Flammable Storage Cabinet Permit*) are current and a copy of each is maintained in the facility

manager's folder.

6.2.8. Ensure candles and other open flame devices are not used in any facility except as authorized in paragraph 10.2.

6.2.9. Ensure seasonal decorations comply with the following requirements:

6.2.9.1. Decorations shall not block exits or paths of egress from buildings.

6.2.9.2. Live Christmas trees are not authorized in base facilities. Artificial trees must be fire retardant.

6.2.9.3. Tree lights and other decorative lights must be UL listed.

6.2.9.4. Tree lights are not authorized on metal artificial trees.

6.2.10. Conduct and record emergency evacuation drills in their facilities according to paragraph 7.5.

6.2.11. Establish and maintain a facility manager's folder for each facility under their jurisdiction. Maintain records on the facilities for the current and prior calendar year unless the fire department requires specific information to be kept longer. Records may be maintained electronically. Include the following information in the folder as applicable:

6.2.11.1. A copy of this instruction and the unit's emergency action plan;

6.2.11.2. Copies of AF Forms 1487, *Fire Prevention Visit Report*, and any communications concerning fire prevention actions and requirements;

6.2.11.3. Copies of AF Forms 3, *Hazard Abatement Program*, for uncorrected fire hazards;

6.2.11.4. Copies of AF Forms 332 submitted on each facility;

6.2.11.5. Copies of Maxwell AFB Forms 1, *Flammable Storage Cabinet Permit*;

6.2.11.6. Records of monthly fire extinguisher inspections;

6.2.11.7. Records of commercial cooking exhaust hood and filter cleanings;

6.2.11.8. Copies of emergency evacuation drill checklists.

6.2.12. Post warning signs at the entrances to their facilities when any part of a fire protection system is impaired or out of service IAW UFC 3-601-02, *Operation and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*.

6.2.13. Ensure all exit doors are unlocked and unobstructed while the building is occupied. An exit door may be kept locked during normal business hours provided the

door is equipped with a panic hardware device that allows the door to be opened from the interior of the building for egress. Exit doors that are damaged or broken and will not close properly may be secured by other means until they are repaired provided the fire department has approved the deviation.

6.3. Base employees:

6.3.1. Practice fire-safe work habits at all times.

6.3.2. Inform their supervisor or facility manager of potential fire hazards.

6.3.3. Become familiar with their organization's emergency action plan.

6.3.4. Familiarize themselves with the location of manual fire alarm pull stations and fire extinguishers in their facility and how to operate them.

7. Fire Prevention Training. Fire prevention training is an essential part of workplace safety training. Its objectives are to equip personnel with the information needed to prevent fires, protect themselves from fire, and intervene early when fire occurs.

7.1. Fire prevention training shall be provided IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. AF Form 55, *Employee Safety and Health Record*, or an equivalent product will be used to document fire prevention training.

7.2. The Fire Prevention Office's role in the fire prevention training program is to:

7.2.1. Assist commanders in developing and implementing their fire prevention training program.

7.2.2. Provide fire extinguisher training and fire prevention lectures and demonstrations to a variety of audiences and organizations as requested.

7.2.3. Train facility managers in their fire prevention duties and responsibilities.

7.2.4. Provide technical assistance to commanders, supervisors, and facility managers in developing fire prevention training lesson plans.

7.2.5. Assist in conducting emergency evacuation drills as requested.

7.3. Fire prevention training will be conducted to train unit personnel on the actions required in the unit's emergency action plan. Fire prevention training will include instruction on:

7.3.1. The fire evacuation signal in the work area.

7.3.2. The fire suppression system signal (if different from the fire evacuation signal).

7.3.3. Other evacuation signals in the work area (if provided).

7.3.4. Specific actions to take when becoming aware of a fire or other emergency.

7.3.5. When to manually activate fire suppression systems (if provided).

7.3.6. Specific actions required to activate fire suppression system (if provided).

7.3.7. Specific actions to activate emergency evacuation signaling systems.

7.3.8. Evacuation procedures to include the primary and secondary egress routes from all work areas and procedures to assist with personnel evacuation.

7.3.9. Location of fire extinguishers and when and how to operate them (if provided).

7.4. Commanders and supervisors are encouraged to contact the Fire Prevention Office at 953-5870 to schedule fire prevention training for their personnel. A lead time of at least three duty days is required for scheduling purposes. Computer-based fire extinguisher training is available. Facility managers can contact the Fire Prevention Office for guidance on how to obtain access to this training. DVDs are also available.

7.5. Emergency Evacuation Drills. Facility managers are responsible for conducting and documenting emergency evacuation drills in their facilities. They must coordinate with the Fire Prevention Office at least 24 hours in advance before conducting an evacuation drill in which the building's fire alarm system is to be used. The Fire Prevention Office is available to assist with evacuation drills.

7.5.1. Emergency evacuation drills will be conducted at the following frequencies:

7.5.1.1. Assembly Facilities (Clubs, Bowling Centers, Dining Facilities). Semiannually for the employees only; patrons do not participate and building evacuation is not required.

7.5.1.2. Administrative Facilities. Annually for administrative facilities with 50 or more employees.

7.5.1.3. Mercantile Facilities (Exchange, Commissary, Shoppette, etc.). Annually for the employees only; patrons do not participate and building evacuation is not required.

7.5.1.4. Storage Facilities (Base Supply). Annually.

7.5.1.5. Dormitories. Annually.

7.5.1.6. Lodging Facilities. Annually for the employees only; guests do not participate and building evacuation is not required.

7.5.1.7. Educational Facilities.

7.5.1.7.1. Elementary School. Two drills during the first month that school is in session and at least one per month the remaining months the school is in session.

7.5.1.7.2. Child Development Centers. Monthly. At least one emergency

evacuation drill will be conducted per year during naptime.

7.5.1.7.3. Youth Centers and School Age Program. Monthly. Additionally, two evacuation drills will be conducted during the first week of a new program.

7.5.1.8. Ambulatory Health Care Clinic. Annually.

7.5.1.9. Industrial Facilities (Vehicle Maintenance Shops, Aircraft Maintenance Hangars). Annually.

7.5.1.10. Explosives Storage Areas. Semiannually.

7.5.2. Emergency evacuation drills in the facilities in which building evacuation is not required will consist of drilling the employees only in their duties and responsibilities during an emergency incident IAW the unit's emergency action plan.

7.5.3. Emergency evacuation drills will be held at expected and unexpected times, and under various simulated conditions that could occur during an actual fire emergency. Emphasis will be placed on orderly evacuation rather than on speed.

7.5.4. Participants must relocate to the predetermined evacuation relocation area as specified in the unit emergency action plan and remain there until dismissed.

7.5.5. The evacuation of a facility resulting from an actual emergency or base exercise can and should be used to satisfy the emergency evacuation drill requirements.

7.5.6. The emergency evacuation drill checklist at Attachment 6 or a computer-generated equivalent will be used to record emergency evacuation drills. A copy of the completed checklist will be provided to the Fire Prevention Office. Emergency evacuation drills for the employees in buildings not required to evacuate will be recorded in the employees' training records.

7.5.7. Facility managers of the facilities which are not required to conduct emergency evacuation drills by this instruction are highly encouraged to conduct drills on an annual basis.

8. Fire Prevention Inspection Program.

8.1. Base fire prevention inspectors will inspect all facilities on Maxwell and Gunter Annex at least annually to identify fire hazards and fire safety deficiencies. The primary and/or alternate facility manager will accompany the inspector during the inspection.

8.2. Air Force Form 1487, *Fire Prevention Visit Report*, is issued when fire hazards or fire safety deficiencies are discovered during a fire prevention inspection that cannot be corrected on the spot. The report will state the discrepancies identified and the corrective actions required for each. A copy of the report is forwarded to the organization's functional manager. The functional manager will specify the corrective action taken for each discrepancy, sign it, and return it to the Fire Prevention Office by the suspense date. The

form may be returned electronically to the 42 CES/CEF-CCE organizational mailbox.

9. Smoking.

9.1. Smoking is prohibited in Air Force vehicles and on Air Force installations, except in designated tobacco areas as specified in AFI 40-102, *Tobacco Use in the Air Force*.

9.2. Designated tobacco areas for smoking are approved IAW AFI 40-102. The fire department reviews the location of these areas only to ensure they do not violate fire safety standards.

9.3. Noncombustible smoking material receptacles will be provided at the entrance to designated tobacco areas.

9.3.1. The disposal of smoking material in any container, other than approved containers (listed by UL, CSA, or other recognized testing laboratory) specifically designed for smoking material, is strictly prohibited. Stencil smoking material containers to read "SMOKING MATERIAL ONLY." They must not be used to discard paper or other types of trash. Saturate and completely extinguish smoking material prior to disposal into outside waste dumpsters.

9.4. "NO SMOKING" signs are required in all areas where smoking presents a fire, explosive or safety hazard. They must not be removed unless authorized by the unit commander.

10. Outdoor Fires, Candles, Incinerators and Outdoor Fireplaces.

10.1. The Base Fire Chief must approve all outdoor fires.

10.1.1. When authorized, they must be constantly attended by a competent person with a fire extinguisher immediately available.

10.1.2. Outdoor fires are prohibited within 50 feet of explosives locations (to include conveyances or material handling equipment loaded with explosives items), aircraft, liquid oxygen carts, hangars used for aircraft parking and maintenance, paint and dope shops, and refueling vehicles and parking areas. They are also prohibited within 50 feet of LPG and flammable gas and fuel storage areas, pump houses and dispensing areas.

10.2. Candles or other open flame devices are only authorized in assembly occupancies as prescribed below:

10.2.1. Where necessary for ceremonial or religious purposes, the commander of the using organization may authorize the use of candles or other open-flame devices. Open-flame devices may also be used on stages if they are a necessary part of theatrical performances. Candles may be placed on tables used for food service.

10.2.2. Candles and other open-flame devices must be securely placed on noncombustible bases. All necessary precautions will be taken to prevent the ignition of

combustible materials and/or injury to building occupants. The facility manager will contact the Fire Prevention Office when questions arise regarding their safe use.

10.3. Outdoor fireplaces shall not be placed closer than 10 feet to buildings or overhangs, and they must be equipped with an approved spark arrester, screen or door. They must not be used in, on or under a breezeway or porch.

10.4. Incinerators shall be installed and maintained in accordance with the manufacturer's recommendations. Openings in incinerators will be covered with an approved spark arrester, screen or door.

10.5. The Base Fire Chief will prohibit or discontinue outdoor fires, the use of candles, incinerators and fireplaces, and other open flame devices when they may create hazardous conditions.

11. Housekeeping.

11.1. Good housekeeping standards relative to fire safety are the responsibility of all personnel regardless of whether or not contract custodial services are provided. Facility managers will ensure all buildings and grounds (including trash pickup areas) under their jurisdiction comply with good housekeeping practices at all times.

11.2. Combustible waste and refuse must not be allowed to accumulate in any manner that creates a fire hazard. Containers used to collect combustible waste and refuse that exceed a capacity of 40 gallons shall be constructed of noncombustible materials and be provided with lids.

12. Heating and Cooking Appliances and Equipment.

12.1. The use of portable electric space heaters in the workplace must be approved by civil engineer facility maintenance and the base energy awareness manager by completing an AF Form 332, *Base Civil Engineer Work Request*. Personnel working in facilities with fully operational heating systems are not normally authorized the use of space heaters. Approval to use space heaters is not granted unless there is a condition warranting their need such as a physician-documented medical condition of an employee or inoperative/ineffective heating systems in a building. Approval is valid for the current heating season only. A new request must be submitted each year prior to the heating season.

12.1.1. Electric space heaters must comply with the safety requirements specified in Air Force directives. LPG or kerosene space heaters are not authorized for use inside buildings.

12.1.2. Keep all flammable and/or combustible materials at least 36 inches away from space heaters, and unplug all space heaters when not in use and at the end of each duty day. Do not leave space heaters unattended while in use.

12.2. All heating and air conditioning equipment rooms are off limits to all personnel except civil engineer facility maintenance personnel and facility managers. Storing materials in

heating and air conditioning equipment rooms is prohibited except for the equipment necessary to maintain the systems.

12.3. Toasters, toaster ovens, microwave ovens, and other similar cooking appliances are authorized only in designated break rooms. An exception to this policy is that microwave ovens may be authorized in lodging and dormitory rooms as specified in Paragraph 17.1.5.3. These appliances must be UL listed and plugged directly into a wall receptacle. Extension cords or multiple-outlet surge protectors are not authorized to supply power to these appliances. Coffee makers shall be placed on noncombustible surfaces and combustible materials must be kept at least 36 inches away from coffee makers. Unplug toasters, coffee makers and toaster ovens when not in use.

12.4. LPG patio heaters are not authorized for use inside a facility. They must be UL listed and used only IAW the manufacturer's instructions. They will not be placed any closer than 10 feet from the wall of a building, wooden fence, or other structure while in use.

12.5. Barbeque grills and other types of cooking appliances will not be placed within 10 feet of a wall, wooden fence or other structure while in use. They will not be used in, on, or under a breezeway or porch.

13. Fueled Equipment, Motor Vehicles and Aircraft.

13.1. The parking or storage of fueled equipment or motor vehicles inside buildings must be approved by the Base Fire Chief.

13.2. The repair and maintenance of fueled equipment and motor vehicles will only be conducted in buildings constructed for such use, or written approval has been granted by the base fire chief to conduct repair and maintenance in other buildings.

13.3. Refueling operations for motor vehicles will comply with all Air Force directives and NFPA 30A, *Code for Motor Vehicle Fuel Dispensing Facilities and Repair Garages*.

13.4. Refueling and maintenance operations for aircraft will comply with applicable Air Force directives.

14. Hot Work.

14.1. Hot work operations will comply with AFI 91-203. AF Form 592, *USAF Hot Work Permit*, must be obtained prior to commencing work. Contact the ECC at 953-7449 to obtain a permit.

14.2. It is the responsibility of the hot work supervisor to notify the ECC when a hot work permit is required and when the hot work is completed.

14.3. Facility maintenance personnel may attend training provided by the fire prevention office personnel that will authorize them to issue their own permits for work in areas that do not present flammable or explosive hazards.

14.3.1. The names of facility maintenance personnel who have completed the training will be maintained in the ECC. They are required to contact the ECC to obtain a permit control number prior to starting welding, cutting or other hot work.

14.3.2. They must notify the ECC when the work is completed.

14.4. Areas inside facilities that are designated as hot work areas must be approved by the fire department and bioenvironmental authorities. These areas must be of noncombustible or fire resistive construction, free of combustible and flammable materials, and segregated from adjacent areas.

14.5. Supervisors in charge of hot work are responsible for the safe operations of all hot work activities. They will ensure:

14.5.1. Only approved equipment is used.

14.5.2. All equipment is in a safe operating condition.

14.5.3. All individuals involved in hot work operations are trained in the safe operation of the equipment, the inherent risks involved in the operations, and the procedures to take in the event of a fire.

14.6. A fire watcher is required for all hot work conducted:

14.6.1. Within 35 feet of combustible materials, even though the materials may be protected with noncombustible or fire resistant covers or shields.

14.6.2. In areas where wall or floor openings are within 35 feet of combustible materials, and when combustible materials on the opposite side of partition, walls, ceiling or roofs are likely to be ignited.

14.6.3. On metal pipes or other metal objects near combustible walls, partitions, ceilings or roofs that may cause ignition via conduction.

14.6.4. In any area in which the permit authorizing individual designates that a fire watcher is required.

14.7. A fire watcher is required for at least 30 minutes after completion of the work. At the completion of the work, the fire watcher will inspect the following areas:

14.7.1. The work area and all areas within 5 feet of the work area.

14.7.2. If the work area is on a roof or floor above, the ceiling area and floor area on the level below the work area and all void areas between the floors/roof.

14.7.3. If the work area is in or above any vertical chase area, the chase area on the floor below, any chase areas in the void between the work area and the floor below, and the lowest level of the vertical chase.

14.8. A fire extinguisher appropriate for the operation must be available for immediate use during all types of hot work.

15. Fire Protection Systems and Equipment.

15.1. Persons must not render any fire protection, detection or suppression system or equipment inoperative. Tampering with, destructing, or wrongfully using any fire protection system or equipment is prohibited.

15.2. Using fire alarm systems to conduct emergency evacuation drills is encouraged and must be coordinated through the Fire Prevention Office at 953-5870.

15.3. The use of fire hydrants for other than fire fighting purposes is prohibited unless approval has been granted by the Base Fire Chief.

15.4. Facility managers will post warning signs as prescribed in paragraph 6.2.12 when fire protection systems in their facilities are impaired or out of service.

16. Electrical Safety.

16.1. Electrical work, equipment, and devices will comply with AFI 91-203, NFPA 70, *National Electrical Code*, and UL standards as applicable.

16.2. Plug-in surge protection devices are authorized for use with computers and other electronic devices such as televisions, radios and DVD players provided they are UL listed. They will not be used to provide power to coffee pots, microwave ovens, refrigerators, or any other appliance. When used, plug-in surge protection devices will be plugged directly into a wall receptacle and will not be "piggy-backed."

16.3. Extension cords will not be used as a substitute for permanent wiring.

17. Fire Prevention Requirements for Special Facilities and Events.

17.1. Dormitory and Lodging Facilities.

17.1.1. Smoke detectors in dormitories and lodging facilities will be tested and maintained IAW UFC 3-601-02. Dormitory and lodging managers shall maintain documentation of the test and maintenance actions.

17.1.2. Smoking is prohibited in all dormitory and lodging facilities.

17.1.3. The use of open flame devices, including candles and incense, is prohibited in dormitory and lodging rooms.

17.1.4. Cooking in dormitory and lodging rooms is prohibited except in rooms equipped with kitchens. Cooking equipment will not be left unattended while in use.

17.1.5. UL-listed coffee makers, irons and curling irons are authorized in dormitory and lodging rooms.

17.1.5.1. Coffee makers will be placed on a noncombustible surface and unplugged when not in use or when the occupant leaves the room.

17.1.5.2. Clothes irons and curling irons will be unplugged when not in use or when the occupant leaves the room.

17.1.5.3. UL-listed microwave ovens may be authorized for individual rooms, but they must not include a toast and bake capability.

17.1.6. The storage of explosives, pyrotechnics, fireworks and flammable and combustible liquids or materials in dormitory and lodging rooms is strictly prohibited.

17.1.7. Emergency Instructions for Residents and Guests.

17.1.7.1. A floor diagram reflecting the actual floor arrangement, exit locations, and room identification will be posted on the interior of the entrance door to each dormitory and lodging room.

17.1.7.2. Written instructions on fire safety and emergency evacuation procedures shall be provided to residents and guests.

17.2. Assembly Occupancies.

17.2.1. An assembly occupancy is a facility or area within a facility that is used for the gathering of persons for deliberation, training, worship, entertainment, eating, amusement, or similar uses.

17.2.2. The managers of assembly occupancies will establish an effective fire prevention program and ensure their employees are adequately trained and understand their fire prevention responsibilities. They will establish and maintain a training and certification system to ensure training is accomplished for all their employees.

17.2.3. The managers of assembly occupancies will conduct and document daily closing inspections of their facilities using the checklist in Attachment 3. Do not delegate this responsibility.

17.2.4. The number of occupants authorized in assembly occupancies is determined by NFPA 101, *Life Safety Code*. Occupant load information must be kept in the facility manager's office. Every room constituting an assembly occupancy without fixed seating shall have the occupant load of the room posted in a conspicuous location near the main exit from the room.

17.2.5. Managers of assembly occupancies in which commercial or restaurant-type cooking is performed will enforce the standards outlined in Air Force directives and NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, as applicable. They will:

17.2.5.1. Ensure grease filters are installed in all grease hoods and extraction systems

covering cooking equipment. The filters shall be continually maintained in proper operating condition.

17.2.5.2. Ensure all installed grease filters and exposed surfaces of hoods are thoroughly cleaned daily and more often as necessary to prevent grease buildup.

17.2.5.3. Ensure the exhaust system continually operates while the cooking equipment is in use. If an exhaust fan is shut down or removed for repair or replacement, equipment served by that exhaust system shall not be used until the fan is returned to full service.

17.2.5.4. Ensure deep-fat fryer thermostats are tested annually. Fryers with thermostats that do not pass the annual test must be removed from service until they are repaired or replaced.

17.2.5.5. Ensure the protective caps on fire suppression system nozzles protecting cooking equipment are kept in place and the cooking equipment is kept centered under the nozzles at all times to ensure effective fire extinguishment.

17.2.6. Managers of assembly facilities will appoint crowd management staff members to manage personnel evacuation in the event of a fire or other emergency. Crowd management staff members must attend crowd management training conducted by the Fire Prevention Office. Contact the Fire Prevention Office at extension 953-5870 to schedule personnel for this training.

17.2.6.1. A minimum of one trained crowd management staff member per 250 occupants is required. If the occupant capacity of an event is less than 250 persons, one crowd management staff member is required.

17.2.6.2. The fire prevention inspection checklist at Attachment 4 will be used to inspect an assembly facility prior to a special event.

17.2.7. An audible announcement shall be made or a projected image shown prior to the beginning of each program in theaters, auditoriums, and other similar assembly occupancies that informs the occupants of the location of the exits to be used in case of a fire or other emergency. This requirement does not apply to elementary school auditoriums when used for nonpublic events.

17.3. Facilities using stationary storage battery systems will comply with the requirements in AFI 91-203 and NFPA 1.

17.4. Special outdoor events such as air shows, concerts, and fireworks displays will comply with the applicable fire and life safety requirements in AFMAN 91-201, *Explosives Safety Standards*, and NFPA 1.

18. Flammable, Combustible and Other Hazardous Materials.

18.1. The storage, handling and use of flammable and combustible liquids shall comply with

AFI 91-203 and NFPA 30, Flammable and Combustible Liquids Code.

18.2. Cabinets used to store flammable and combustible liquids require a permit from the Fire Prevention Office.

18.2.1. To obtain a permit for a flammable storage cabinet, complete Maxwell AFB Form 1, *Flammable Storage Cabinet Permit*, and forward it to the Fire Prevention Office. File the permit in the facility manager's book. Have the permit available for review during fire prevention inspections. Update the permit as required.

18.2.2. Completing Maxwell AFB Form 1.

18.2.2.1. From. Enter your organization and complete mailing address (for example, 42 CES/CEFO, 300 W. MAXWELL BLVD, MAXWELL AFB AL 36112-6523).

18.2.2.2. Location of Storage Cabinet. Enter the building number and room number where the cabinet is or will be located. If there is not a room number, enter the area where the cabinet is or will be located (for example, VEHICLE STALLS, MAINTENANCE BAY, ENGINE REPAIR SHOP, etc.).

18.2.2.3. New Permit/Change. Mark whichever block is applicable. If you are adding an additional flammable storage cabinet, mark the "NEW PERMIT" block. If you are changing the quantity of existing materials or are adding new materials, mark the "CHANGE" block.

18.2.2.4. Materials to be Stored in the Cabinet.

18.2.2.4.1. Nomenclature. Enter the name of the material. This can be taken from the material container.

18.2.2.4.2. Container Size. Enter the size of the container (for example, PINT, QUART, GALLON, 12 OZ, etc.). If a material is stored in different sized containers, you must list them separately.

18.2.2.4.3. Quantity. Enter the number of containers for each material. List the quantity of different sized containers of the same material separately.

18.2.2.5. All remaining portions of the form are for fire department use only.

18.2.2.6. Once you have completed the form, bring the form to the Maxwell Fire Department, building 1092, forward it to 42 CES/CEF or email it to 42 CES/CEF-CCE. Provide a POC and phone number.

18.3. Gasoline will only be dispensed into UL-listed gasoline containers. Gasoline containers will be placed on the ground while being filled to prevent the buildup of static electricity.

18.4. Do not use flammable liquids as cleaning solvents.

18.5. Spraying, dipping and coating operations using flammable or combustible materials shall comply with AFI 91-203 and NFPA 33, *Standard for Spray Application Using Flammable or Combustible Materials*, and NFPA 34, *Standard for Dipping and Coating Processes Using Flammable or Combustible Liquids*.

18.6. The storage, handling and use of LPG shall comply with AFI 91-203 and NFPA 58, *Liquefied Petroleum Gas Code*. LPG cylinders used for cooking and heating appliances will be kept inside flammable storage cabinets if stored inside buildings when not in use. If they are stored outside of buildings with the heating and cooking appliance, the tank cylinder valve will be closed and the appliance will not be placed in, on or under a breezeway or porch and not closer than 10 feet to any structure.

18.7. The storage, handling and use of flammable solids shall comply with AFMAN 91-201 and NFPA 1.

18.8. The storage, handling and use of toxic solids and liquids, oxidizers, organic peroxides, pyrophorics, unstable solids and liquids, and water-reactive solids and liquids shall comply with AFMAN 91-201 and NFPA 1.

18.9. The storage, handling and use of compressed gases and cryogenic fluids shall comply with AFI 91-203 and NFPA 55, *Standard for the Storage, Use, and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers, Cylinders, and Tank*.

18.10. The storage, handling and use of corrosive solids and liquids shall comply with AFI 91-203 and NFPA 1.

18.11. The handling or storage of chemicals in laboratories and laboratory work areas shall comply with AFI 91-203 and NFPA 1.

18.12. The storage, handling, use and display of aerosol products shall comply with AFI 91-203 and NFPA 30B, *Code for the Manufacture and Storage of Aerosol Products*.

18.13. The storage, handling and use of explosives shall comply with current Department of Defense and Air Force directives.

18.13.1. The wrongful possession or use of explosives and fireworks is prohibited.

18.13.2. The use of fireworks for special events must be coordinated with the Base Fire Chief and Wing Safety Office, and approved by the installation commander.

19. General Storage.

19.1. General storage shall comply with AFI 91-203.

19.2. Storage in attics, mechanical rooms, electrical rooms, stairwells, exit pathways, concealed spaces beneath floors, and communications equipment rooms is prohibited.

19.3. Storage shall meet the minimum clearances from ceilings, lights, heat sources and fire

protection systems.

20. Fire Prevention During Construction, Alteration, Demolition and Repair Work.

20.1. Construction, alteration, demolition and repair work shall comply with EM 385-1-1, *Safety and Health Requirements*, NFPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*, and Maxwell AFB fire prevention standards. Each construction, alteration, demolition or repair contract shall contain a specific section on contractor fire prevention responsibilities.

20.2. CE and base contracting officials responsible for managing construction, alteration, demolition or repair projects will notify the Fire Prevention Office of all pre-construction and pre-performance meetings. The contractors will receive a fire prevention briefing and a copy of the Maxwell AFB fire prevention standards for construction, alteration, demolition and repair work.

TRENT H. EDWARDS, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

OSHA Standard 29 CFR 1910.252, *Welding, Cutting and Brazing (General Requirements)*, 26 March 2012

UFC 3-600-01, *Fire Protection Engineering for Facilities*, 26 September 2006

UFC 3-601-02, *Operation and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, 8 September 2010

AFPD 32-20, *Fire Emergency Services*, 21 June 2012

AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 3 March 2011

AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011

NFPA 1, *Fire Code*, 2012 Edition

NFPA 30, *Flammable and Combustible Liquids Code*, 2012 Edition

NFPA 30A, *Code for Motor Vehicle Fuel Dispensing Facilities and Repair Garages*, 2012 Edition

NFPA 30B, *Code for the Manufacture and Storage of Aerosol Products*, 2011 Edition

NFPA 33, *Standard for Spray Application Using Flammable or Combustible Materials*, 2011 Edition

NFPA 34, *Standard for Dipping and Coating Processes Using Flammable or Combustible Liquids*, 2011 Edition

NFPA 55, *Standard for the Storage, Use, and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers, Cylinders, and Tank*, 2010 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2011 Edition

NFPA 70, *National Electrical Code*, 2011 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2011 Edition

NFPA 101, *Life Safety Code*, 2012 Edition

NFPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*, 2009 Edition

EM 385-1-1, *Safety and Health Requirements*, 15 November 2008

Prescribed Forms

Maxwell AFB Form 1, *Flammable Storage Cabinet Permit*

Adopted Forms

AF Form 3, *Hazard Abatement Program*

AF Form 55, *Employee Safety and Health Record*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 592, *USAF Hot Work Permit*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1487, *Fire Prevention Visit Report*

Abbreviations and Acronyms

CE – Civil Engineer

DOD – Department of Defense

ECC – Emergency Communications Center

EM – Engineer Manual

IAW – In Accordance With

LPG – Liquefied Petroleum Gas

NFPA – National Fire Protection Association

OSHA – Occupational Safety and Health Administration

COR – Contracting Office Representative

UFC – United Facilities Criteria

UL – Underwriters Laboratories

Attachment 2

FACILITY MANAGER FIRE PREVENTION CHECKLIST

A2.1. Are all exit lights illuminated?

A2.2. Are fire extinguishers serviceable and in their proper locations?

A2.3. Are all exit doors unlocked and unobstructed? If an exit door must be kept locked for security purposes, is the door equipped with a panic hardware device that allows the door to be opened from the interior in the event of an emergency? If an exit door is broken and will not close properly, has the fire department approved the door to be secured by other means until repairs are completed?

A2.4. Are all fire doors kept closed unless they are connected to the building's fire alarm system?

A2.5. Is access to sprinkler systems, fire alarm equipment, and electrical panels unobstructed?

A2.6. Is the fire alarm system in the "Normal" mode of operation?

A2.7. Are any fire detection, suppression, or fire alarm system components damaged or missing?

A2.8. Are all electrical outlets, switches, fixtures, and wiring in good working order? Is there any exposed electrical wiring?

A2.9. Are extension cords being used as permanent wiring?

A2.10. Are plug-in surge protectors used only for computers and electronic equipment?

A2.11. Are extension cords or plug-in surge protectors piggy-backed?

A2.12. Are flammable and combustible liquids properly stored in an approved flammable storage cabinet? Is the Maxwell AFB Form 1 current?

A2.13. Are waste or trash containers being used for improper disposal of smoking materials? Is trash removed from the building daily?

A2.14. Are approved smoking material receptacles provided in smoking areas and the entrance to non-smoking areas?

A2.15. Are janitor's closets, mechanical rooms, communication equipment rooms, and electrical rooms kept clean and orderly? Are they being used for storage?

A2.16. Are stairwells being used for storage?

A2.17. Has dust buildup been removed from exhaust fans in latrines to prevent overheating?

A2.18. Are space heaters being used, and if so, have they been approved for use? Are they being left unattended while in use?

A2.19. Are ceiling tiles damaged or missing?

A2.20. Is there at least an 18-inch clearance between all storage and lights, ceiling, and sprinkler system?

A2.21. Are heating and cooking appliances and equipment plugged into extension cords or plug-in surge protectors? Are they plugged directly into a wall receptacle?

A2.22. Are "Designated Tobacco Area" signs displayed properly in designated tobacco use areas?

A2.23. Are "NO SMOKING" signs displayed in all areas where smoking presents a fire, explosive, or safety hazard?

Attachment 3

**FIRE PREVENTION CHECKLIST FOR ASSEMBLY FACILITY CLOSING
INSPECTION**

- A3.1. Are all exit lights illuminated?
- A3.2. Are fire extinguishers serviceable and in their proper locations?
- A3.3. Are cooking appliances turned off and clean?
- A3.4. Are cooking appliances properly positioned under the fire suppression system nozzles?
- A3.5. Is all trash removed and placed in approved containers outside building?
- A3.6. Are smoking materials properly disposed?
- A3.7. Are all soiled linens stored in metal, closed containers?
- A3.8. Are all electrically operated devices, not essential to the preservation of food, disconnected from their power source?
- A3.9. Have all removable cushions in chairs and sofas been upended and inspected for smoldering smoking material?
- A3.10. Are all mops, brooms, and cleaning materials properly stored and are the storage room doors closed?
- A3.11. Are all flammable and combustible liquids stored in approved storage cabinets?
- A3.12. Have all open-flame devices been extinguished?
- A3.13. Are all fire doors kept closed unless they are connected to the building's fire alarm system?
- A3.14. Is the fire alarm system in the "Normal" mode of operation?
- A3.15. Are all extension cords unplugged?
- A3.16. Are all ceiling tiles in place?
- A3.17. Has dust buildup been removed from exhaust fans in latrines to prevent overheating?
- A3.18. Has the entire facility been checked to ensure no one is left in building?

Attachment 4**FIRE PREVENTION CHECKLIST FOR SPECIAL EVENTS IN ASSEMBLY FACILITIES**

- A4.1. Are an adequate number of trained crowd managers on duty? (Minimum of one per 250 occupants)
- A4.2. Have all employees on duty been indoctrinated in fire prevention practices?
- A4.3. Will the projected occupant capacity exceed the authorized capacity of the room or building? If so, contact the Fire Prevention Office for guidance.
- A4.4. Are all exit doors unlocked and unobstructed? If an exit door must be kept locked for security purposes, is the door equipped with a panic hardware device that allows the door to be opened from the interior in the event of an emergency? If an exit door is broken and will not close properly, has the fire department approved the door to be secured by other means until repairs are completed?
- A4.5. Are exit accesses and corridors clear and unobstructed?
- A4.6. Are fire doors closed and do the self-closing devices operate properly?
- A4.7. Are electrical extension cords being used? Are they damaged? Are they positioned so they will not be damaged?
- A4.8. Are all exit lights illuminated?
- A4.9. Are fire extinguishers operational and unobstructed? (If provided)
- A4.10. Are kitchen hood exhaust fans in cooking facilities operational and are the filters installed?
- A4.11. Do open flame devices and temporary decorations comply with the base fire prevention instruction?
- A4.12. Are manual fire alarm pull boxes and electrical panels unobstructed?
- A4.13. Has dust buildup been removed from exhaust fans in latrines to prevent overheating?
- A4.14. Is the fire suppression system and/or fire detection system operational? Are cooking appliances centered beneath the fire suppression system protecting them?
- A4.15. Is the fire alarm panel in the "Normal" mode of operation?
- A4.16. Are tables and chairs arranged so that aisles are unobstructed and exit is unimpeded?

A4.17. Are approved receptacles available for disposal of smoking material in designated smoking areas?

A4.18. Are flammable liquids properly stored?

FigureA5.1. FIRE EXTINGUISHER MONTHLY INSPECTION RECORD

[illegible]

Attachment 6

EMERGENCY EVACUATION DRILL CHECKLIST

DATE OF DRILL _____

BUILDING NUMBER AND ORGANIZATION _____

TIME EMERGENCY EVACUATION DRILL STARTED _____

TIME EVACUATION OF BUILDING WAS COMPLETED _____

NUMBER OF PERSONNEL PARTICIPATING _____

SPECIAL INTEREST ITEMS (CHECK AS APPLICABLE)

_____ **THE FIRE ALARM SYSTEM WAS ACTIVATED BY THE BUILDING
OCCUPANTS**

_____ **THE FIRE WAS REPORTED VIA 911 BY THE BUILDING OCCUPANTS**

_____ **PERSONNEL FOLLOWED THE UNIT'S EMERGENCY ACTION PLAN**

_____ **FACILITY EVACUATION WAS EFFICIENT, SAFE, AND ORDERLY**

_____ **PERSONNEL WERE KNOWLEDGEABLE OF FIRE EXTINGUISHER
OPERATIONS**

COMMENTS:

FACILITY MANAGER'S SIGNATURE _____

FIRE DEPARTMENT REPRESENTATIVE'S SIGNATURE _____